

Notice: Effective immediately for all Criminal Cases filed in Spartanburg County General Session.

Per Judge Derham Cole's recommendation, all attorneys need to file a Notice of Representation with the Clerk of Court Office to advise us that you are representing a defendant on a case.

Attorneys may also file a First Court Appearance Report. This report can be found below. If an attorney chooses to file this report he/she will be excused from the appearance date as well as their defendant. This report needs to be completed no earlier than (10) ten days prior to the appearance date. The Clerk's Office must receive this report no later than **NOON**, the day before the appearance date.

If additional information is required, please contact Marsha Long via email at malong@spartanburgcounty.org

Amy W. Cox
Clerk of Court
Spartanburg County

STATE OF SOUTH CAROLINA)
COUNTY OF SPARTANBURG) IN THE COURT OF GENERAL SESSIONS
The STATE,)
-vs-)
,) **FIRST COURT APPEARANCE REPORT**
DEFENDANT.)

TO: THE CIRCUIT SOLICITOR *and* THE CLERK OF COURT

This letter shall serve as notice that the undersigned has been retained by the defendant, _____, for representation on the below-referenced criminal warrant(s) and/or indictment(s) and provides the following information pursuant to Administrative Order(s) providing for the management of criminal cases in the Court of General Sessions.

Charge(s): _____

Warrant(s)/Indictment Number(s): _____

- A preliminary hearing has been requested. () Yes () NO
- A discovery request has been filed and served. () Yes () NO
- Discovery has been provided. () Yes () NO
- A mental health evaluation is necessary. () Yes () NO
- A drug analysis report has been provided. () Yes () NO
- There is a conflict in representation. () Yes () NO
- An interpreter will be needed for the plea/trial. () Yes () NO
If yes, what type interpreter _____
- The 180 day track is affected by an issue(s). () Yes () NO

, Attorney for the defendant

Attorney Bar#